

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼

HUMAN RESOURCES ENTERPRISE

REVENUE EXAMINER 3

DEFINITION

Directs the office examination of tax returns for individual, franchise, corporation, inheritance, withholding, sales, use, motor vehicle fuel, and other taxes administered by the Iowa Department of Revenue; participates in the initial taxpayer appeal process; provides training; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Assists supervisor by performing such duties as instructing employees, answering questions, distributing and balancing the workload, and checking work; may make suggestions on selection, promotion and reassignments.

Coordinates complex office examination projects and programs to ensure they are completed on a timely basis.

Performs examinations of complex tax returns and related documents to determine completeness, correctness, and conformity with specific tax laws and regulations.

Reviews office examinations under one or more of the following office examination programs of tax returns; individual, franchise, corporation, sales, use, inheritance, withholding, motor vehicle fuel, and other taxes administered by the Iowa Department of Revenue in order to ensure mathematical accuracy; that application of laws and department policies have been adhered to; and/or to determine if additional specific information needs to be requested from the taxpayer.

Participates in the initial taxpayer appeal process by assisting in the preparation of a fact sheet for the case which would involve detailing compliance to laws, rules, and/or procedures which were not met.

COMPETENCIES REQUIRED

Knowledge of Iowa tax laws, rules and regulations relevant to taxes administered and collected by the Iowa Department of Revenue.

Knowledge of tax accounting methods and procedures.

Ability to independently conduct complex office examinations of tax returns.

Ability to recognize violations and non-compliance with tax laws, rules, and regulations.

Ability to exercise sound judgement in determining conformity to tax laws, rules, and regulations.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of

the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited four-year college or university with twelve semester hours in accounting and experience equal to three years of full time professional accounting or auditing work;

OR

an equivalent combination of education and experience substituting one year of the above mentioned experience for each year of the required education with a maximum substitution of four years; no substitution for the twelve semester hours in accounting;

OR

a Certified Public Accountant certificate (C.P.A.) may be substituted for one year of the required experience;

OR

a Master's degree in Accounting may be substituted for two years of the required experience;

OR

employees with current continuous experience in the state executive branch that includes experience equal to twenty-four months of full-time work as a Revenue Examiner 2.

NOTE:

Travel may be required for positions in this class. Employees must arrange transportation to and from assigned work areas.

NOTE:

Applicants desiring to be considered for these positions should be sure to list applicable coursework.

Effective Date: 10/01 VA